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OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS RE (KRS CHAPTER 61)

Date: _____

TO: Finance and Administration Cabinet — I request to inspect and/or receive copies of the following:

Please Note: It is important that you write legibly and be specific. When applicable, include the Solicitation, RFB and/or RFP number along with the specific documents you are requesting. Without the descriptive name and/or identifying number the request will be deemed non-responsive.

Please mark your preferred method of receiving information:

- ☐ Paper Copies (\$.10 fee for each photocopy)
☐ Electronic (email) if responsive material is under 5MB (free)
☐ CD (\$1.00 per CD)
☐ Inspect Documents – Please set up appointment (free)

An invoice (if applicable) will be attached to the responsive documents. The postage costs associated with mailing the paper copies and/or CD's will also be included on the invoice.

Printed Name

Company Name

Mailing Address

City/State and Zip Code

Phone Number

FAX Number

Email Address

EMAIL COMPLETED FORM TO: orr.custodian@ky.gov
Or
FAX COMPLETED FORM TO: (502) 564-9875

INSTRUCTIONS FOR COMPLETING THE OPEN RECORDS REQUEST FORM

The Office of General Counsel does not have direct access to any documents or information responsive to an open records request. This office is responsible for:

- monitoring the receipt of the request,
- forwarding the request to the respective agency processing office,
- receiving the responsive documents from the agency processing office,
- reviewing the responsive documents for proprietary content, and
- preparing the responsive letter to the requestor with an attachment containing the documents responsive to the request pursuant to KRS Chapter 61.

When applicable, include the Solicitation, RFB and/or RFP number along with the specific documents you are requesting. Without the descriptive name and/or identifying number, it is virtually impossible for the processing office of the agency to locate the documents. Should the proper information not be included, your request shall be deemed non-responsive.

To obtain and/or confirm the descriptive name and identifying number of the documents requested, please refer to the eProcurement website at <http://eprocurement.ky.gov>.

1. Click the purple bar that says: "**eMars Vender Self Service**"
2. On the right column under guests, click the purple bar that says: **View Solicitation**.
3. Use the filter boxes to narrow your search. Use the Status drop down box on the right to choose between solicitations that are open, closed, awarded or cancelled. Hit the *Enter* key.

Please verify that a contract has been awarded before requesting a copy of the Master Agreement and/or bid documents. If it has not been awarded, your request shall be deemed no documents responsive.

If you need assistance with locating solicitation information for your request, the Customer Resource Center can be reached by email at Finance.CRCGroup@ky.gov or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:30 a.m. until 5:00 p.m. EST.

By statute, responses to open records requests are required within three business days after receipt. Documents received prior to 3:00 p.m. EST shall be deemed received on that day; all requests received after 3:00 p.m. EST shall be deemed received on the following business day. Should the requested documents not be available within those three business days, a responsive letter will be sent with the approximate date of their availability.